



Class Specification:	Administrative Assistant II
Job Code:	1072
Grade:	120
Salary Range:	\$31,743 - \$48,486
FLSA Status:	Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs intermediate clerical, secretarial, and administrative work in support of an assigned division or department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification has some latitude for independent judgment and initiative and performs more difficult or specialized duties than does the Administrative Assistant I classification. The employee completes duties and makes decisions in accordance with established policies, procedures, and guidelines. Work is performed under regular supervision, and is reviewed by a superior through observation and review of correspondence and typewritten materials.

ESSENTIAL FUNCTIONS

Typing correspondence; answering telephone; greeting the public; posting records to accounts; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Performs a variety of functions within the organizational unit requiring basic knowledge of department/division policies, procedures and guidelines.
- Takes oral and/or machine dictation and transcribes statements, letters, minutes, reports, and other materials, when required.
- Types correspondence according to established procedures; prepares a variety of materials from copy, rough draft, or general instructions.
- Prepares financial, statistical, or other specialized data pertinent to the operation of an organizational unit or a particular function of a unit.
- Answers telephone and may serve as a receptionist; receives and screens callers; answers inquiries, complaints, and requests and gives information and assistance to the public.
- Prepares and types reports;
- Operates a personal computer including but not limited to word processing.
- Assembles materials and records pertinent to problems under study by superior.
- Performs related tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of standard office practices, procedures, equipment, and office assistance techniques; knowledge of business English, spelling, grammar, punctuation, and arithmetic; ability to type and keyboard information accurately at a speed of 40 to 70 words per minute; ability to operate personal computer and systems; ability to make arithmetical calculations; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; skill in the operation of standard office, word processing, and data entry equipment.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by three (3) years of progressively knowledgeable and skilled experience in the operation of a personal computer with standard software applications and in office assistance and administrative support work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping feeling, and repetitive motions.
- Vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, and determining the accuracy and thoroughness of work.
- The worker is not subject to adverse environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
